



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5305.2A  
BUMED-M84  
12 Feb 2009

BUMED INSTRUCTION 5305.2A

From: Chief, Bureau of Medicine and Surgery  
To: Navy Medicine Regions

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) FINANCIAL MANAGEMENT  
AWARDS

Ref: (a) American Society of Military Comptrollers' (ASMC) Annual Awards Program (NOTAL)  
(b) SECNAVINST 5305.3 (Available at: <https://doni.daps.dla.mil/SECNAV.aspx>)  
(c) DOD 7000.14-R, Financial Management Regulation, Volume 1, Chapter 6, Under  
Secretary of Defense (Comptroller) (USD(C)) Financial Management Awards  
Program, December 2008)  
(Available at: [http://www.defenselink.mil/comptroller/fmr/01/01\\_06.pdf](http://www.defenselink.mil/comptroller/fmr/01/01_06.pdf))

1. Purpose. The purpose of this awards program is to recognize individuals for outstanding accomplishment in the functional area of resource management during the preceding calendar year. For the purposes of this award program, the following related disciplines are included: accounting, budgeting, analysis and evaluation, comptrollership, resource management, and intern/trainee.

2. Cancellation. BUMEDINST 5305.2, NAVMED 5305/1 (02-01), and NAVMED 5305/2 (02-01).

3. Background. The goal of the BUMED Resource Management Awards Program is to recognize and encourage notable contributions in accomplishing BUMED's mission by spotlighting individuals or groups of individuals.

4. Policy

a. It is BUMED's policy to recognize military members and civilian employees for significant contributions to improving resource management during the preceding calendar year.

b. Any military or civilian personnel currently working in the resource management area at any BUMED activity may be nominated for an appropriate award. Personnel cannot be nominated for an award in any category in which they have received an award during the previous 5-year time period.

c. BUMED Resource Management Award nominees selected by the Award Review Board will be submitted for consideration by references (a) through (c).

5. Responsibilities

a. The Deputy Chief for Resource Management, BUMED will establish policy guidance, establish specific award criteria, appoint an annual Award Review Board, and act as the overall advocate for the awards program. Field activities and headquarters shall submit nominations for

personnel deserving recognition, per the award criteria and guidance, annually during the November/December timeframe. The Deputy Chief for Resource Management will convene an Awards Review Board.

b. The Awards Review Board will consist of the Deputy Chief for Resource Management, BUMED-M8 Division Heads, and Regional Comptrollers. It will convene annually to evaluate nominations, approve awards for the BUMED Resource Management Awards Program, and make appropriate recommendations for submissions to references (a) through (c). Awards approved for the BUMED Resource Management Awards Program will be presented by the Deputy Chief for Resource Management at a general assembly during the annual Resource Management Conference or similar group meeting whenever possible. Award winning packages will be submitted for consideration by the Assistant Secretary of the Navy (Financial Management and Comptroller (ASN(FM&C)) Awards Board.

6. Award Categories. The following specific Resource Management Awards are established:

a. Individual Achievement Award. This award is established to recognize individuals for outstanding accomplishment and performance of duty during the preceding calendar year in each of the following categories:

(1) Accounting. Operations and management of the accounting department including maintenance of accounting records, payment and recording of payrolls, processing of public vouchers, collection agent operations, and performance of cost accounting functions. Also includes review, analysis, developing, implementing, and maintaining accounting systems and procedures.

(2) Budgeting. Budget functions include formulating, justifying, and monitoring budget plans and models, as well as providing consulting and analysis support, and technical assistance during the command budget process.

(3) Analysis and Evaluation. Included are functions related to economic analysis, cost/price analysis, cost/benefit analysis, quantitative analysis, performance measurement, and program evaluation. Also within this category are functions related to data validation and quality, cost modeling, systems analysis, and parametric cost estimating, as well as the design of systems to integrate and improve management information.

(4) Comptrollership. This category includes responsibility for overall management of an activity's financial management program and is specific to comptrollers and deputy comptrollers. These positions have primary staff responsibility for obtaining, administratively controlling, and accounting for funds used to perform mission operations and achieve mission objectives.

(5) Resource Management. This award is designed to recognize superior contributions to resource management that do not fit into the other categories. Examples of these areas are information systems, financial management, general accounting, and analysis, etc.

(6) Intern/Trainee Award. The intent of this category is to recognize an outstanding individual who has been in a trainee program for a minimum of 6 months of the awards calendar year and who has significantly contributed in the field of financial management.

b. Team Achievement Award. This award is for outstanding team performance and is designed to recognize a team whose accomplishments aid in the advancement of resource management functions. A team is defined as a group of at least four, but not exceeding 20, individuals brought together temporarily to perform a specific task or goal.

c. Career Achievement Award. This award is to recognize outstanding performance and significant contribution in the functional area of resource management over a sustained period of time. A sustained period of time is defined as 10 years or greater. This award is intended to recognize those individuals who have provided resource management service to their activity over a long period and who have actively supported the resource management goals and objectives of BUMED.

7. Action. Submit nominations using SECNAV 5305/1, Assistant Secretary of the Navy (Financial Management and Controller) Awards Program Nomination Form for individual and team awards. Completed forms shall be submitted to Chief, Bureau of Medicine and Surgery (BUMED-M8), 2300 E Street, NW, Washington, DC 20372-5300 by the nomination deadline date, which will be published in an annual letter. Deadline dates will usually be in the November/December timeframe. Nominees for a BUMED Financial Management Award will be considered for submission for a separate award under references (a) through (c).

8. Form. SECNAV 5305/1 (7-98), Assistant Secretary of the Navy (Financial Management and Controller) Awards Program Nomination Form is available electronically at:  
<https://navalforms.daps.dla.mil/formsDir/ SECNAV 5305 1 1814.pdf>.

  
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